

### **Examination rules and regulations, CIT Kokrajhar**

In order to improve the academic environment of the Institute and to standardize the quality of students passing over to higher semesters the following guidelines are expected to be strictly followed by all members of the teaching staff:

1. Allotted class hours are expected to be regularly taken by the teacher when not on authorized leave.
2. At least half of the syllabi must be complete thoroughly before the mid semester examinations.
3. Students' attendance has to be made known to the students at the end of every month. Warnings should be issued to those students who have less attendance and such students should be asked for their reason(s) of absence.
4. At least one assessment (class test/assignment/quizzes/surprise test/open book test etc.) must be made before the mid semester examination and marks obtained by the students should be displayed to them. The teacher is to record the marks secured by the students in such assessments in personal files for Sessional use.
5. Questions of the mid semester examination are expected to be prepared and submitted in due time as notified by the Examination Cell of the Institute in the format as desired by the Examination Cell.
6. Mid Semester Answer Scripts should be collected by the respective Course Instructor(s) as soon as the examination is complete which the HoD (i/c) will ensure. The same must be evaluated and showed to the students before being submitted to the Examination Cell within the stipulated time. Once submitted, the Examination Cell of the Institute will not be responsible for displaying them to the students for whatsoever the reason is. Marks secured by the students must be recorded by the Instructors, a copy of which has to be submitted to the Examination Cell.
7. Invigilation during Mid Semester Examination must be considered as part of one's Official Duty.
8. At least one assessment (class test/assignment/quizzes/surprise test/open book test etc.) must be made after the mid semester examination and displayed to the students. The Instructor is to record the marks secured by the students in such assessments.
9. Instructors are to ensure that the syllabi of the course(s) are completed in due time. However, if an Instructor feels that his/her syllabi will not be complete in due time then extra classes may be taken in consultation with the Internal Academic Cell (IAC) of the Institute.
10. Answer sheets for class tests of any form must be in Institute's Answer Scripts which will be made available by the Examination Cell on demand by the Instructors. Care must be

taken while conducting class test using these answer scripts so that students do not get extra of them to use them as unfair means during semester examinations.

11. On completion of the last assessment on Sl. No. 08 above and before displaying the final attendance, the Instructor has to total up the Internal Assessment Component of the students in his/her paper by including the marks obtained in Sl. Nos. 4 & 6 above. The following percentage will be applicable for Degree & Diploma separately (unless otherwise amended). No individual formulae for breakup of marks will be entertained. For any alterations, the Examination Branch should be consulted:

- i. Diploma: Attendance – 10 marks; Mid-Term – 10 marks; Other Assessments – 10 marks.
- ii. Degree: Attendance – 05 marks; Mid-Term – 25 marks; Other Assessments – 10 marks.

The Examination Cell will decide if any wrong entry is made during submissions of such marks by the Instructors and any correction(s) needed thereof will be the responsibility of the Instructor(s) concerned.

12. A student must obtain the least passing mark in Sessional, which is different for different semesters and subjects in case of diploma (Details are given from Sl. No.21 onwards below). If a student passes in attendance but fails in the other assessments, then the Instructor may assess those students by conducting special make-up tests according as time permits. However, if a student fails in attendance then make-up test is not necessary for such students. Students who fail in the Internal Assessment Component of a paper has to be declared as “**Dis-Collegiate**” by the respective Course Instructor and a copy of the Declaration has to be submitted to the Examination Cell at the time of submission of final attendance record, at the end of the semester. Dis-Collegiate students will not be allowed to sit for all the semester examinations and such students will not be promoted to the higher semester (whichever the case is). Students who fail in attendance in more than two subjects of a semester will also not be promoted to the higher semester and such students will be deprived of their Hostel seat, the decisions being independent.

13. Leave of absence is to be accepted (by Course Instructors) only within a week of the student’s rejoining classes after ailments. No leave of absence should be entertained after declaration of the final attendance. Applications by students should be counted only if the student has attended more than 65% of all the classes (Theory & Practical) during the semester. Under no circumstance should the students’ attendance be considered below 65% unless otherwise permitted by the Principal of the Institute on extraordinary grounds.

14. No considerations of attendance will be made after all the attendance records are compiled and displayed by the Examination Cell. No recommendations from the Course Instructors or HoD (i/c) will be accepted thereafter for any case relating to consideration of attendance.

15. Invigilation duties will be issued by the Examination Cell to all members of the teaching and technical staff. If it happens to be inconvenient for anyone to come for invigilation duty on any particular time then it is the duty of the person concerned to send someone in his/her stead to compensate his/her absence. It should be understood that the Examination Cell require persons whoever they be, for invigilation.
16. During a semester examination supplying of Main Answer Scripts & Additional Scripts is to be careful since the Institute conducts semester examinations of both Diploma & Degree simultaneously. At present, Diploma module is affiliated to State Council for Technical Education, Assam while Degree Module is affiliated to Gauhati University. So mixing up Answer Scripts will be confusing to us and them.
17. Signing in the Students' Answer Scripts has to be carefully maintained as per the format issued by the Examination Cell separately for Degree & Diploma. It is the duty of the invigilators to carefully check them before signing. The Formats will be issued from time to time by the Examination Cell.
18. Regarding evaluation & submission of scripts:
  - i. **Diploma 1<sup>st</sup> & 2<sup>nd</sup> Semesters:** All Answer Scripts will be submitted to SCTE, Assam as per date fixed by the Council but Answer Scripts of other Institutes affiliated to SCTE, Assam will be sent to our Institute for evaluation. Evaluation & Submission of these scripts will be according to dates fixed by the Council.
  - ii. **Diploma 3<sup>rd</sup> to 6<sup>th</sup> Semesters:** Papers common to all the branches will be sent to SCTE, Assam as per the dates fixed by the Council but the same of other Institutes' will be sent to our Institute for evaluation. Evaluation & Submission of these scripts will be according to dates fixed by the Council.
  - iii. **Diploma 3<sup>rd</sup> to 6<sup>th</sup> Semesters:** All Papers of Electronics & Computer Science will be sent to SCTE, Assam for evaluation but the same of other Institutes' will come to the Institute for evaluation. Evaluation & submission of these scripts will be as per the dates fixed by the Council.
  - iv. **Diploma 3<sup>rd</sup> to 6<sup>th</sup> Semesters:** Core Departmental papers of CAI/FPT/CT/AMT will be evaluated in the Institute but the dates of evaluation & submission will be as per the dates fixed by the Council for Electronics & Computer Science.
  - v. **B.Tech all semesters:** Evaluation & submission will be done within the Institute as per the dates fixed by the Examination Cell for different semesters unless otherwise notified by the Controller of Examinations of the affiliating University from time to time.
19. Mark-list are to be written carefully remembering that no student who has appeared for the semester examinations should not get marks less than the pass mark in Sessional component. No Sessional components are to be submitted for Dis-Collegiate students. If

a student has failed in attendance in any paper but has not been Dis-Collegiated then Sessional marks for those subjects have to be submitted. It may be mentioned that if a student's Sessional is not submitted then his/her result will be declared as "Withheld" by the SCTE, Assam.

20. Evaluation method of different component of examinations varies in respect to semester and to course/ branch of engineering in case of diploma. So, Course Instructors are requested to be careful in case of Diploma courses. However for Degree module, a common evaluation structure is followed which is given below. All evaluations are to done in consultation with the course structures given below
21. DEGREE EVALUATION SYSTEM: For degree module a common evaluation method is applied for all the courses except for projects etc. It is as follows:

**THEORY COMPONENT:**

1. End Semester Examination: 60% (Pass Mark: 18)
2. Sessional: Mid Semester Exam: 25% + other evaluations: 15% = 40% (Pass Mark: 12)

**PRACTICE COMPONENT:**

3. Practical Examination: 70% (Pass Mark: 21)
4. Practical Sessional: 30% (Pass Mark: 09)

Students must pass all the above four components separately. Students failing in sl. No. 2 & 4 above will not be allowed to register for the higher semester.

The institute will follow Grading System of Gauhati University and is as under:

<u>Range of Marks</u>	<u>Letter Grade</u>	<u>Grade Point</u>
90 – 100	A	10
75 – 89	B	08
55 – 74	C	06
40 – 54	D	04
30 – 39	E	02
Below 30	F	00
Attendance below 75%	FA	00

**FA** Grade will be reflected as **F** in the Grade Sheet of a student.

However the Institute will follow absolute grading method while awarding grades.